



**COBB COUNTY
PURCHASING DEPARTMENT**

122 Waddell Street NE
Marietta, GA 30060
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William J. Tommie, Jr., CPPO
Purchasing Director

ADDENDUM No. 1

**Sealed Bid # 18-6390
Request for Proposal
Workforce Management Systems and Related Products, Services and Solutions
Cobb County Purchasing Department**

Date: September 19, 2018

Page 1 of 7

The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

This Addendum consists of:

- **Minutes, Questions, Clarifications from Pre-Proposal Meeting held on September 11, 2018**
- **Questions Submitted in Writing**
- **Sign-In Sheet from Pre-Proposal Meeting**

Receipt of addendum MUST be acknowledged in the submitted proposal. It is the Proposer's ultimate responsibility to ensure that they have all applicable addenda prior to bid submittal.

This acknowledgment form must be signed, dated, and included with your submitted proposal

Company Name

Date

Signature

Please Print Name

All bids must be received before 12:00 (noon) by the Bid Opening date. Bids shall be delivered to Cobb County Purchasing Department, 122 Waddell Street NE, Marietta, GA 30060.

ADDENDUM No. 1

Sealed Bid #18-6390

Request for Proposal

**Workforce Management Systems and Related Products, Services and Solutions
Cobb County Purchasing Department**

Date: September 19, 2018

A. Pre-Proposal Meeting – September 11, 2018, 1:00 PM, Cobb County Purchasing, 122 Waddell Street NE, Marietta, GA 30060

1. Proposal Submission Procedures

- Proposals are due September 27, 2018 before 12:00 PM, noon at the Cobb County Purchasing Department, 122 Waddell Street, Marietta, GA 30060. **Please note the new address for Purchasing. The building is located on the northern end of Waddell Street.**
- Late proposals will not be accepted.
- Proposals will be opened at 2:00 PM on the same day at the Cobb County Purchasing Department, 122 Waddell Street, Marietta, GA 30060.
- The bid opening may also be watched on Cobb County's government access channel CobbTV or the website (www.cobbcounty.org).
- A Georgia Security & Immigration Act Affidavit (Exhibit A) must be included with the bid. It must be signed and notarized; it must include the e-verify number to be deemed as completed; if it is not included the bid will be deemed non-responsive.
- Mark all packages with the company name and bid number. Use the Sealed Bid Label provided in the bid package.
- If addenda are issued, receipt of each addendum **MUST** be acknowledged in the submitted proposal. It is the Proposer's ultimate responsibility to ensure that they have all applicable addenda prior to bid submittal. The acknowledgement form issued with each addendum must be signed, dated, and included with your submitted proposal. Failure to acknowledge addenda may result in the bid being deemed nonresponsive. Addenda can be located at www.cobbcounty.org/Purchasing.
- One original, one (1) copy and two (2) Flash Drives of the proposal must be submitted. Mark the box with the original copy with number 1.
- All questions must be submitted to Cobb County Purchasing Department by **September 18, 2018 at 5:00pm**. Questions may be faxed to (770) 528 – 1154 or emailed to purchasing@cobbcounty.org. Please reference the bid number and bid title on all questions.
- See the attached sign in sheet from the pre-proposal conference.

2. Important Information Discussed During the Pre-Proposal Meeting:

- U.S. Communities agreement must be submitted with proposal response, signed and unaltered.
- Supplier Worksheets must be submitted if the vendor wants to be considered for national award.
- If sales data cannot be provided in the exact format requested, please provide something similar, broken down as much as possible, to show how much public sector work is being done by your company.
- Statement of Work Questionnaire (Attachment A) – if notes are needed, attach a separate page and label accordingly by section and number.
- Cost (Attachment C) – Vendors may propose not to exceed or tiered by spend (or both). Rates shall be catered to each individual agency utilizing the contract (from large agency down to a small agency) not all 55,000 participating agencies using it.
- Insurance Requirements Overview – discuss with agent early; required documentation is listed in solicitation and failure to obtain can delay award.
- Confidential/Proprietary Information – may mark some information confidential/proprietary but not entire proposal. Financials may be marked confidential and are not subject to Open Records.

3. Questions asked during the Pre-Proposal Meeting:

Question: Do you currently have a Workforce Management Contract?

Answer: Yes. The current vendor is Kronos.

Question: Is the contract expiring?

Answer: Yes, in 2019.

Question: You are missing a module. Should we include this in our response?

Answer: Yes. Vendor shall include any solutions or systems they wish to offer in their response.

Question: You do not mention on-site or on-premise based. Should we include this in our response?

Answer: See Page 11. # 5. Include both if available in Section 8.5 of the Proposal Contents.

Question: Can you go over the 2% Administrative Fees?

Answer: Fees are based on total volume through the contract. These fees help fund the program.

Question: Does the Administrative Fee go to U.S. Communities?

Answer: See section 5.1 of the Administration Agreement on page 60 of the RFP.

Question: If you have multiple products or offerings, are you looking for narrative for each product or can we do an overview of our offerings?

Answer: To be evaluated properly, provide as much documentation as you deem necessary to show product capabilities.

Question: Does Cobb County have any unions?

Answer: No.

Question: Will the sign-in sheet(s) be part of the addendum?

Answer: Yes, see attached.

Question: Should we send you everything we have pricing structure-wise?

Answer: Yes. Submit any and all pricing you want included in the contract, if awarded.

4. Questions Submitted in Writing

Question: In regard to the contracting opportunity, are there staffing services available, and if so which staffing services are there?

Answer: No. Please refer to Section 3: General Definition of Products and/or Services in the RFP.

Question: Page 15, 8.7 Financial Statements

Proposers shall submit a recent history of financial solvency and provide the following:

- a. Financial Statement: Include the most recent, independently certified financial statement. Financial statements must include a balance sheet and income statement.
- b. Name and address of firm preparing the attached financial statement.
- c. State whether the Proposer has ever had a bankruptcy petition filed in its name, voluntarily or involuntarily. If yes, specify all relevant details.

In the event this information is confidential and/or not able to be published as part of the public record, what is the protocol for the County to sign a non-disclosure agreement or allow for the omission of this information from the proposal?

Answer: The County does not sign non-disclosure agreements. Financial statements and related information may be marked confidential and are not subject to Open Records.

Question: Is this solicitation an eminent purchase for particular agencies or is Cobb County/U.S. Communities simply seeking vendors for addition to this contract group?

Answer: Please refer to Estimated Volume on page 12 of the RFP.

Question: Currently, the County's addendum issuance date is scheduled for two business days before our proposal would need to be shipped. Upon receiving the County's answers to vendor questions, we would like to tailor our response to ensure that we are able to propose the most advantageous, best-value solution to the County. We would like to respectfully request a two-week extension of the bid response due date in order to accomplish this. Can the County confirm if such an extension is permissible?

Answer: No, the bid opening date will not be extended.

Question: Is the sample pricing scenario presented in Attachment C (Section B) representative of the County’s intended use case for this solution? Or does the County anticipate a broader use case, in line with the full scope of requirements outlined in Section 4 of the RFP?

Answer: The Sample Pricing Scenario has been created for evaluation purposes only.

Question: Can the County provide their estimated budget for procuring this solution?

Answer: The County does not currently have an estimated budget for this solution.

Question: Per “Evaluation of Proposals” (RFP page 13): “*The Supplier(s) whose response(s) affirmatively meets the requirements of this Request for Proposal and provides the best overall value will be eligible for a contract award.*”

Do the County and U.S. Communities expect to issue a single award from this RFP, or multiple? Is there an estimated number of awards that may result from this RFP?

Answer: Please see Section 10: Basis of Award on page 15 of the RFP.

Question: We understand that Exhibit A is required for any bids requiring the performance of physical services. Can the County confirm if physical services are expected in the performance of this RFP?

Answer: Due to the open-ended nature of the services that may be proposed by a vendor, and the differing individual requirements of each PPA, Exhibit A has been made a requirement for this solicitation.

Question: Are Exhibits A-1 and A-2 due at the time of bid submission, or are they to be submitted upon contract award?

Answer: Exhibits A-1 and A-2 are only required prior to contract signature. And, A-1 is only required if the primary vendor will be using a sub-contractor to provide the products or services requested in the RFP.

Question: Attachment A – Section 7.0 from item 8 on mentions a requirement for roster-based scheduling. How many users will require this functionality, for licensing purposes?

Answer: The contract will be available for use on an as-needed basis. Please refer to Estimated Volume on page 12 of the RFP.

Question: Attachment A – Section 8.0, item 16 mentions a requirement for “integration with HR, Payroll, Financials, Asset Management and other business solutions.” Can the County identify the software with which the proposed Workforce Management system would need to be integrated?

Answer: We are unable to provide a list of software as each PPA has their own system. Proposers shall indicate which software their system can integrate with as part of their response.

Question: The sample scenario outlined in Attachment C describes an organization with 50 locations/buildings, each of which will require time collection terminals. Does the County require a specific number of devices, or should we quote 1 device per location?

Answer: Proposer shall quote one device per location.

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Question: We typically required an NDA for some of the information requested, and there is one specific requirement where it is stated – “The vendor must provide evidence of their security certifications and practices in the Cloud environment through the provision of a due diligence statement to the procurement office under NDA.”. What is the process for executing an NDA? Is this something that can be done prior to the submission of the proposal?

Answer: The County does not sign non-disclosure agreements but specific information may be marked confidential.

Question: For SECTION TWO: COBB COUNTY GENERAL INSTRUCTIONS FOR PROPOSERS, TERMS AND CONDITIONS – Are these provisions also required as part of the Master Agreement with the U.S. Communities purchasing program for other Public Agencies that participate in that program or are they only specific to the Cobb County Project?

Answer: These are the County’s terms and conditions but, as the lead agency for this solicitation, they will form the Master Agreement that all PPAs will piggyback off individual PPAs may have additional terms and conditions that will require customization via the MICPA.